

THE ELECTRONIC DATA CONTAINED WITHIN THIS SYSTEM IS SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED AND/OR PII/SBU SENSITIVE BUT UNCLASSIFIED INFORMATION PROTECTION REQUIREMENTS PER CURRENT NASA POLICY AND PROCEDURES

ATTENTION

WHEN NOT UNDER THE CONTINUING CONTROL AND SUPERVISION OF A PERSON AUTHORIZED ACCESS TO SUCH MATERIAL, IT MUST BE, AT A MINIMUM, MAINTAINED IN A CLOSED PASSWORD CONTROLLED SYSTEM.

! WARNING -- CRIMINAL PENALTIES !

Disclosure of agency records that contain individually identifiable information is prohibited. Any officer or employee of the agency, who by virtue of his/her official position, has possession of, or access to, agency records which contain personal data subject to the Privacy Act who willfully discloses it in any manner to any person or agency NOT entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(5 U.S.C. 552a(i)(1))

Any person who willfully maintains a system of records without meeting the Notice Requirements of the Subsection (e)(4) of the Privacy Act shall be guilty of a misdemeanor and fined not more than \$5,000.

(5 U.S.C. 552a(i)(2))

Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

(5 U.S.C. 552a(i)(3))

No record that is contained in a system of records may be disclosed to a recipient agency or non-Federal agency for use in a computer program except pursuant to a written agreement between the source agency and the recipient agency or non-Federal agency.

(5 U.S.C. 552a(o))

SENSITIVE BUT UNCLASSIFIED PRIVACY INFORMATION (SBU/PII)

Personally Identifiable Information is considered Sensitive but Unclassified Information. Control, store, handle, transmit, distribute, and dispose of strictly in accordance with current NASA policy. Document or extracts of data from this system should be destroyed in 90 days unless it is still required. Ensure that appropriate Records Retention and Disposal guidelines are taken into consideration prior to destruction. Extracts and/or reports generated from this system must be protected under an SBU cover sheet (NASA FORM 1686) and/or labeled with SBU/PII labels (NASA FORMS NF 1764 F, G, H or J) at all times until properly disposed of.